Correct Time Off Requests

Use this procedure to correct time off requests that have already been approved and that were started using the **Request Time Off** process. You can delete a day or cancel the request entirely. All corrections must be submitted for approval.

This procedure should **not be used** to correct time off or leave requests for the following:

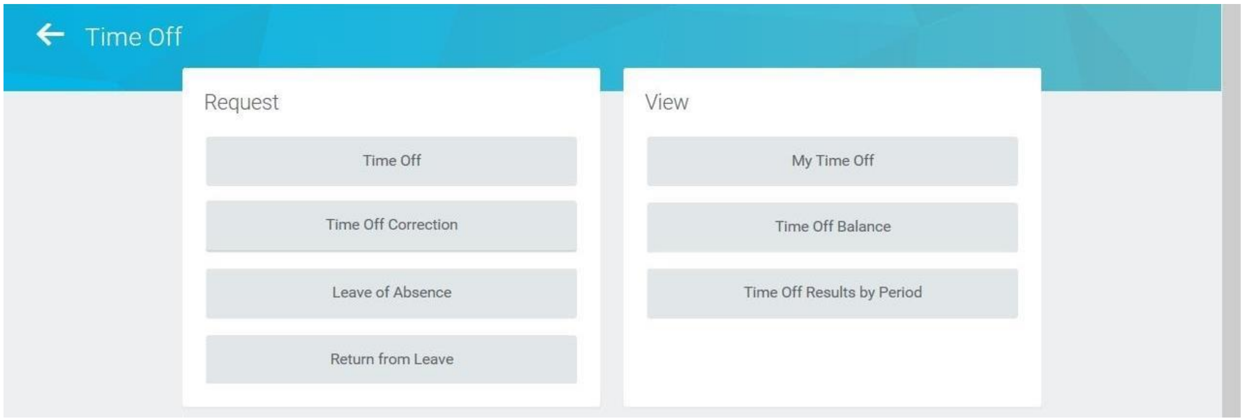
Type of Leave Request	Action To Take
Time Off requests *sent back* for corrections by your supervisor.	Check your inbox. Look for actions with the language, “Sent back by...”. Refer to the **Access Items Sent Back for Corrections** job aid for detailed procedures.
Time Off Requests *denied* by your supervisor or other approver in Workday.	Start a new request. Refer to the **Request Time Off** job aid for detailed procedures.
Time Off Requests that *have been entered or submitted but not approved* (i.e., has a status of “Submitted”) in Workday.	Cancel the entire request and then start a new request. Refer to the **Cancel a Time Off Request** job aid for detailed procedures.
Leave of Absence (LOA) requests (e.g., FMLA, Accident, Organ Donation, etc.) requested/applied for outside of Workday and approved by HR.	Contact your HR office to correct or cancel LOA requests.

The procedure starts on the next page.

Procedure:

1. From the Home page, click the **Time Off** worklet.

Time Off Worklet



Time Off

Request

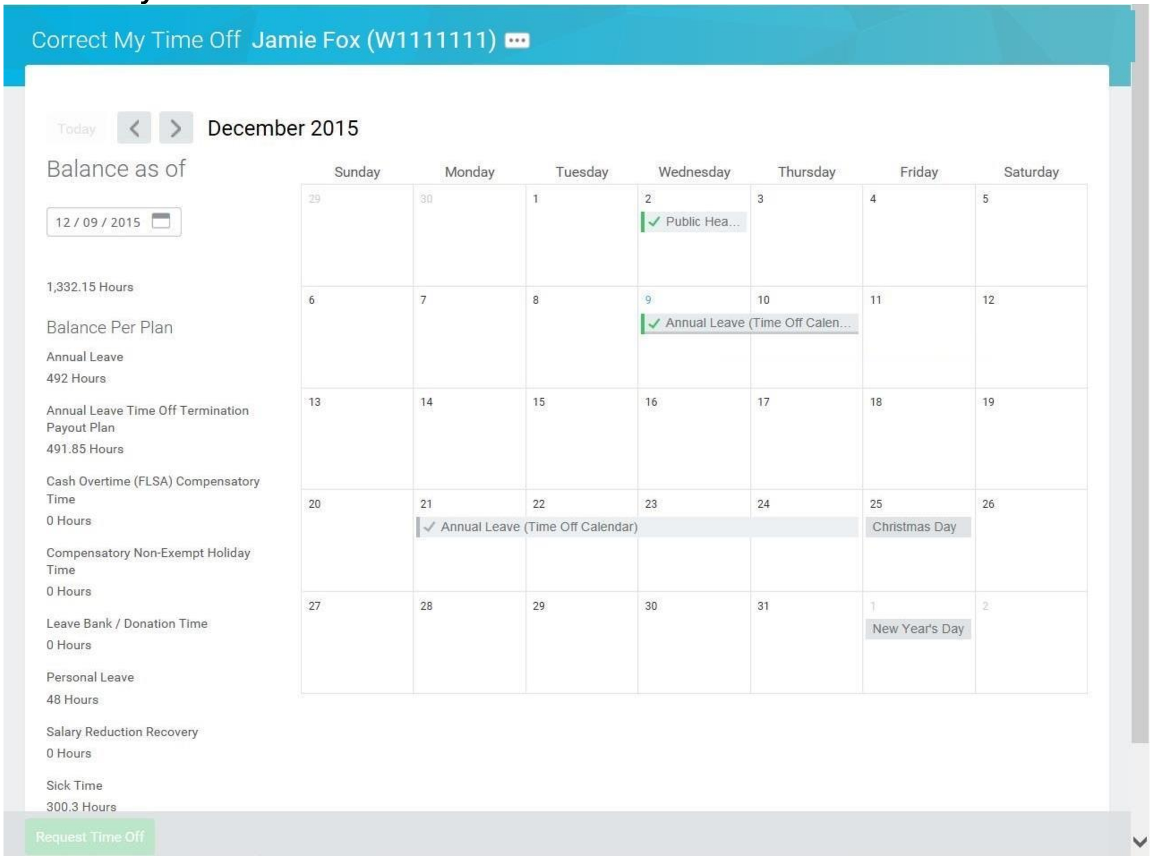
- Time Off
- Time Off Correction
- Leave of Absence
- Return from Leave

View

- My Time Off
- Time Off Balance
- Time Off Results by Period

2. In the Request section, click the **Time Off Correction** button.

Correct My Time Off Calendar



Correct My Time Off Jamie Fox (W1111111)

Today December 2015

Balance as of

12 / 09 / 2015

1,332.15 Hours

Balance Per Plan

Annual Leave
492 Hours

Annual Leave Time Off Termination Payout Plan
491.85 Hours

Cash Overtime (FLSA) Compensatory Time
0 Hours

Compensatory Non-Exempt Holiday Time
0 Hours

Leave Bank / Donation Time
0 Hours

Personal Leave
48 Hours

Salary Reduction Recovery
0 Hours

Sick Time
300.3 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2 ✓ Public Hea...	3	4	5
6	7	8	9 ✓ Annual Leave (Time Off Calen...	10	11	12
13	14	15	16	17	18	19
20	21 ✓ Annual Leave (Time Off Calendar)	22	23	24	25 Christmas Day	26
27	28	29	30	31	1 New Year's Day	2

Request Time Off

3. Click the gray time block that needs to be corrected.

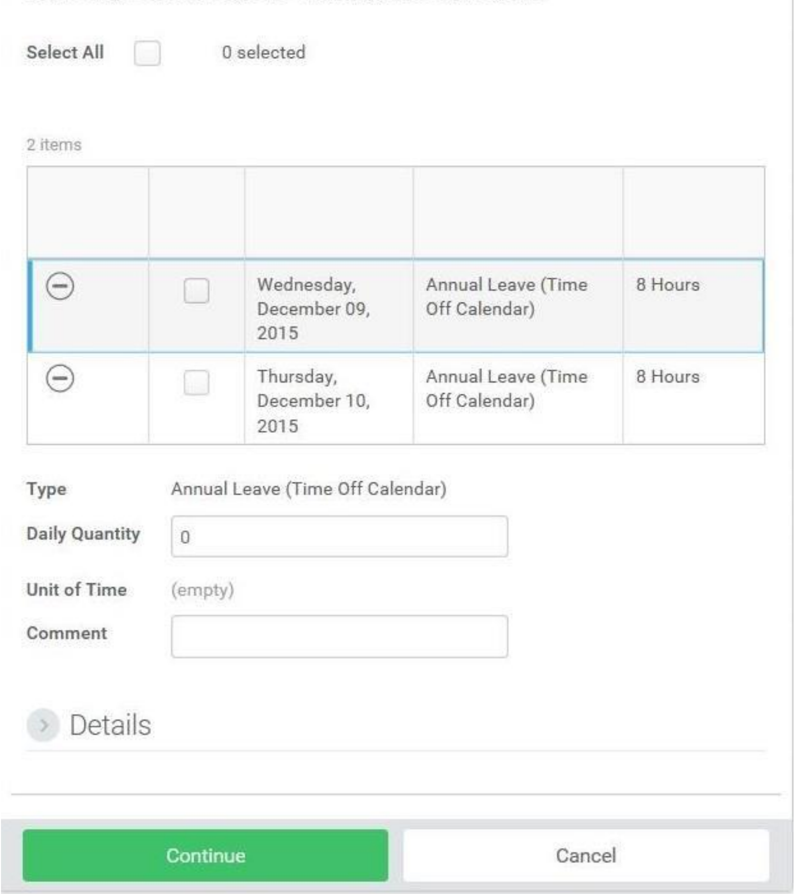
Information: The status of a Time Off request displays inside the time block as follows:

- Gray Clock = Unsubmitted
- Gray Check Mark = Submitted
- Green Check Mark = Approved
- Red Circle = Denied
- Yellow Exclamation Mark = Needs Actions

Note:

To correct a request that ***has not*** been approved (e.g., status is “submitted”), cancel the entire time off request and start a new one. Refer to the **Cancel a Time Off Request** job aid for details.

Correct My Time Off – Corrections Window



Correct Time Off Jamie Fox (W1111111)

Wednesday, December 09, 2015 - Thursday, December 10, 2015

Select All ☐ 0 selected

2 items

⊖	☐	Wednesday, December 09, 2015	Annual Leave (Time Off Calendar)	8 Hours
⊖	☐	Thursday, December 10, 2015	Annual Leave (Time Off Calendar)	8 Hours

Type: Annual Leave (Time Off Calendar)

Daily Quantity: 0

Unit of Time: (empty)

Comment:

4. Make corrections using the procedures below:

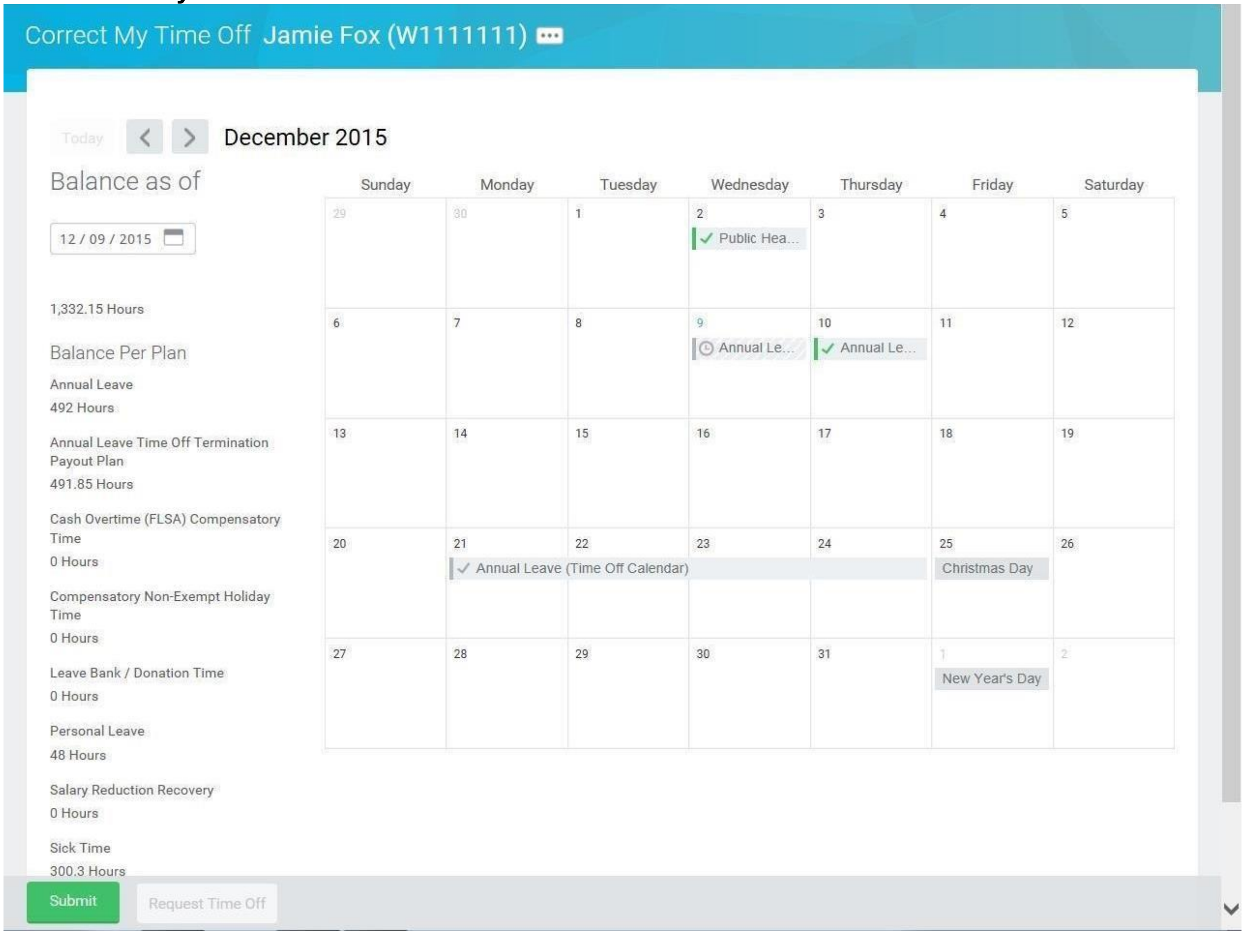
To...	Do This...
Cancel one or more days...	**1.** Click the checkbox on the row of the request **2.** Enter zero in the **Daily Quantity** field. ***OR*** Click the **Remove Row** button (minus sign) on the row of the request.

5. Click the **Continue** button.

Tip:

- Use the **Cancel** button to cancel the corrections made on this page. You will be returned to the **Correct My Time Off** page.

Correct My Time Off



Correct My Time Off Jamie Fox (W1111111)

December 2015

Balance as of

12 / 09 / 2015

1,332.15 Hours

Balance Per Plan

Annual Leave
492 Hours

Annual Leave Time Off Termination Payout Plan
491.85 Hours

Cash Overtime (FLSA) Compensatory Time
0 Hours

Compensatory Non-Exempt Holiday Time
0 Hours

Leave Bank / Donation Time
0 Hours

Personal Leave
48 Hours

Salary Reduction Recovery
0 Hours

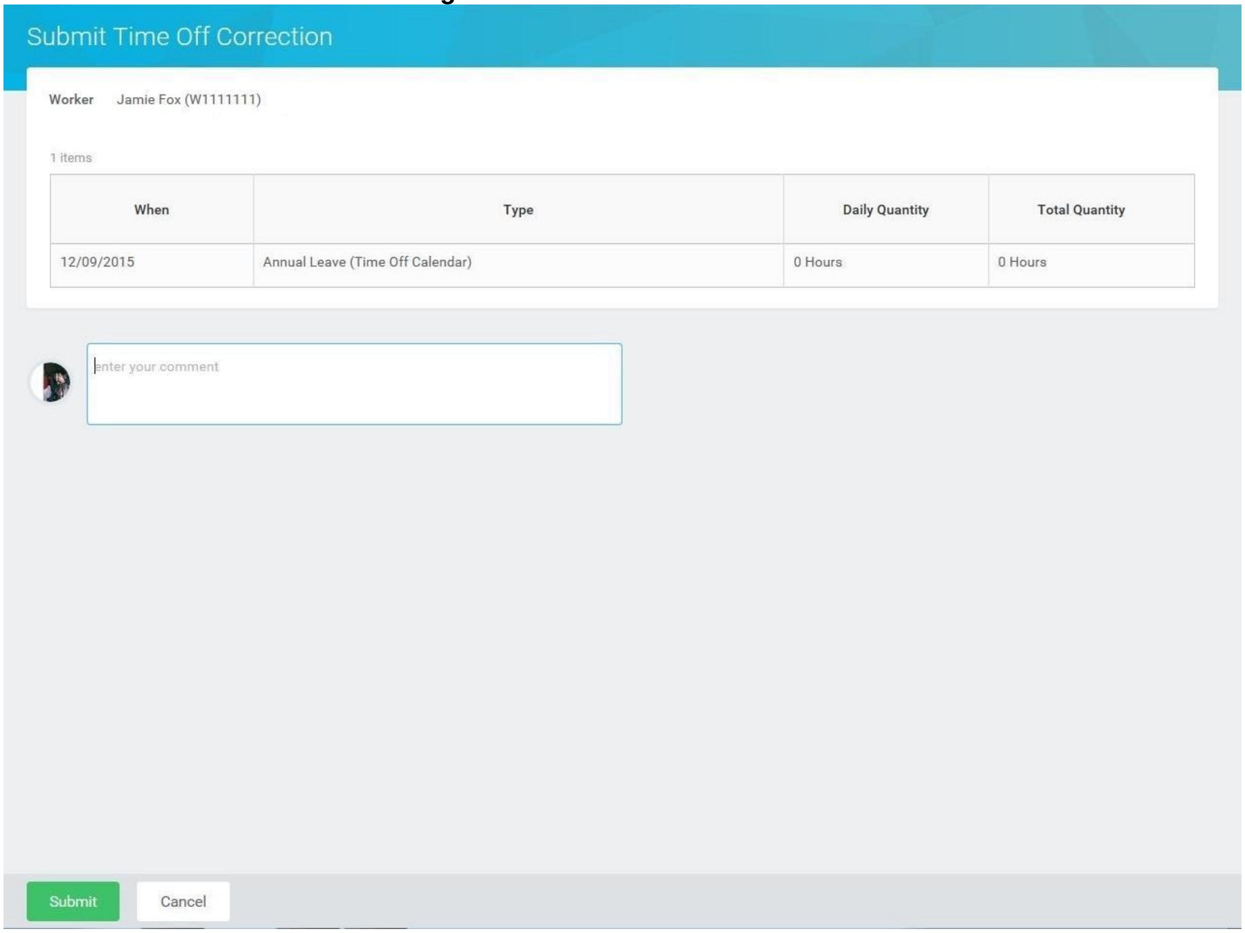
Sick Time
300.3 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2 ✓ Public Hea...	3	4	5
6	7	8	9 Annual Le...	10 ✓ Annual Le...	11	12
13	14	15	16	17	18	19
20	21 ✓ Annual Leave (Time Off Calendar)	22	23	24	25 Christmas Day	26
27	28	29	30	31	1 New Year's Day	2

6. On the **Correct My time Off** page, click the **Submit** button.

Information: The time off request status is “Unsubmitted” on the calendar after you make a change.

Submit Time Off Correction Page



Submit Time Off Correction

Worker Jamie Fox (W1111111)

1 items

When	Type	Daily Quantity	Total Quantity
12/09/2015	Annual Leave (Time Off Calendar)	0 Hours	0 Hours

7. Review your corrections.
8. Click the **Submit** Submit button.

Information:
Monitor the status of your request by clicking the **My Time Off** button in the **Time Off** worklet. Refer to the **View Time Off (Leave) Requests and Balances** job aid for details.

9. The System Task is complete.